



## ***NATIONAL GUARD FEDERAL HUMAN RESOURCE OFFICE BULLETIN***

*2722 SW Topeka Blvd. Room 136 (North Side), Topeka, KS 66611*

# **MAY-JUNE 2010**

### **Don't Forget To Have Your Lender Use "The Work Number" For Your Employment/Income Verification**

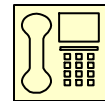
Submitted by Michele Wright  
HRO Asst.

Are you aware when you apply for a loan, the lender you are applying through can go to "The Work Number" by phone or website (listed below), and obtain your employment/income verification instantly? If you are a Technician, Please have your lender use "The Work Number."

The toll free number is: 1-800-367-2884

They may be asked for a "5 digit employee work code," that is: 10365.

The Website is: <http://www.theworknumber.com/>



The information being requested will be in their "Instant Verification Records." The request will be provided instantly. If the request should require further verification, the lender will be prompted to provide further information and will receive an email once the verification has been completed. The email will have a direct link (Reference #) to click on and go straight to their account where they can log in and view the completed verification.

If the lender has never used The Work Number Website before, they will be prompted to sign up to use the website. The "Verification Demo" will show the lender how to use the website. Remember, an individual cannot call/use The Work Number. It has to be done by the lender. If you have further questions, you may contact MSgt Robin Lewis in HRO at 274-1206.



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## TECHNICIANS

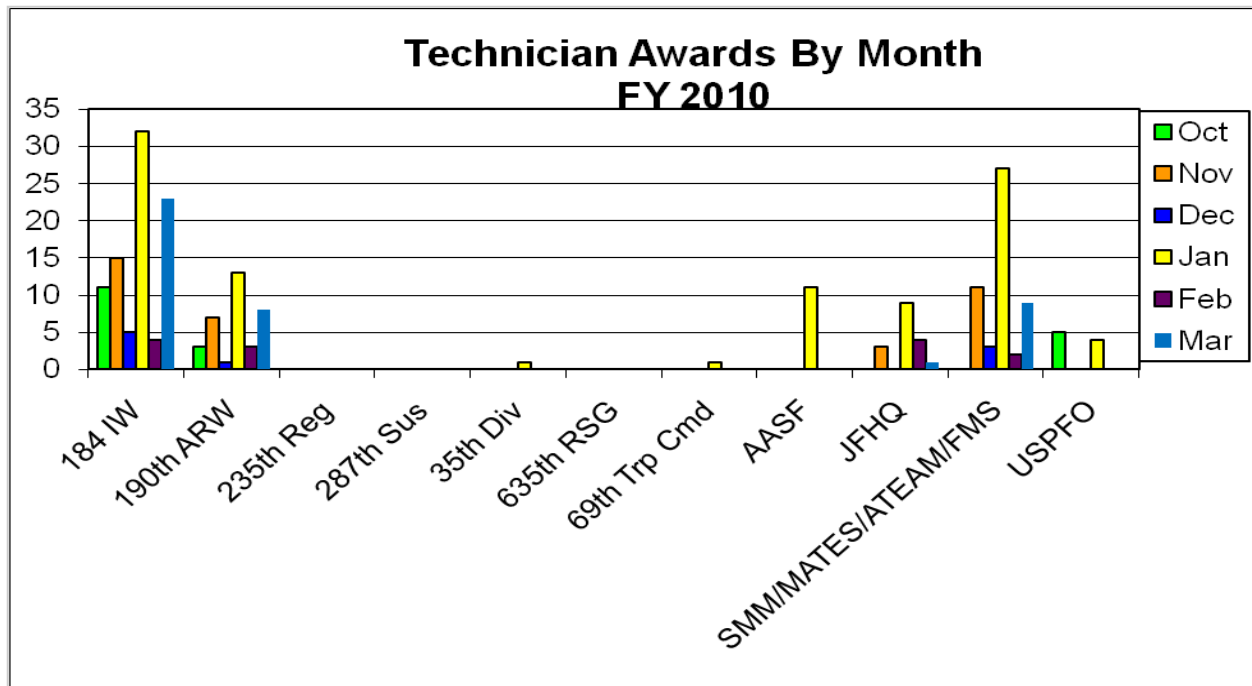
February & March 2010

Submitted by MSgt Kathy Thornton  
HRO Assistant

### Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, and Quality Step Increase (QSI) for the months of February & March 2010.

\*Note: Sustained Superior Performance (SSP) Awards turned in from Jan-Mar will be reflected in April 2010.



### ACCESSIONS

Campbell, Timothy J. Jr., 184 IW  
Coco, Christopher L., JFHQ  
Eker, Ryan S., ATEAM  
Euler, Peter J., 287th Sust BDE  
Felix, Daniel E., 2-137 IN BN  
Galloway, Lewis C., HQ STARC  
Isaacson, Aaron P., JFHQ/CMD  
Kitch, Gary M., MATES  
Lane, Dennis R., 190 ARW  
Macdougall, Jacob L., FMS 7  
Mathewson, Michael H., JFHQ/DCS  
Meyer, Jake R., JFHQ/DCS  
Meyer, Theodore J., JFHQ/JOC  
Millan, Elissa M., REC & RET  
Moore, Stephen R., CSMS  
Pearson, Angela D., 235th REG  
Perez, Leslie K., 2-137 IN

### ACCESSIONS CONTINUED...

Putman, Robert W. Jr., FMS 3  
Scott, Tod A., 190 ARW  
Sprague, Andrew J., AASF 2  
Sullenger, Michael D., 184 IW  
Tavares, Ana M., 190 ARW  
Williams, John I., 190 ARW

### PROMOTIONS

Barth, James E., 184 IW  
Breon, Cody A., MATES  
Brun, Darin L., 184 IW  
Carraway, Hervey D. III, 184 IW  
Carter, Christopher D., USPFO  
Deal, Jon S., FMS 8  
Divish, Tony D., JFHQ/DOM  
Gray, Tommy O., 184 IW  
Hankerson, Terence C., USPFO

### **PROMOTIONS CONTINUED...**

Haselhorst, Mark J., ATEAM  
King, Jacob A., 184 IW  
Mason, Paul A., CSMS  
McCall, Randy L., FMS 1  
Meisenhelter, Michael S., JFHQ/DCS  
Pullman, Kevin W., 184 IW  
Rubio, Manuel R. Jr., JFHQ/DOM  
Sepulveda, Ricardo, USPFO  
Small, Matthew J., 190 ARW  
Stuke, Todd J., MATES  
Swafford, James M., MATES  
Weber, Scott J., MATES  
Wheeler, Jake, 184 IW  
Wilcox, Kevin S., CSMS  
Williams, Howard E. Jr., FMS 8  
Winton, Denise R., 190 ARW  
Yost, Cale R., 190 ARW

### **REASSIGNMENTS**

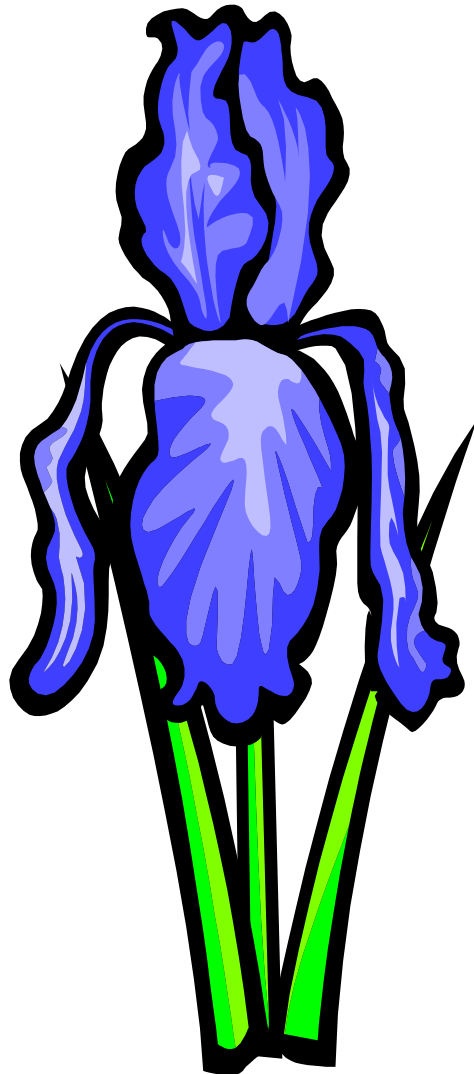
Bausch, Shelly L., HRO  
Kennedy, David M., HQ STARC  
Lashley, Sandra S., HRO  
Quintanilla, Robert, USPFO  
Thomas, Jesse L., MATES  
Thompson, Paul D., FMS 3

### **SEPARATIONS**

Ast, Gerald L., 184 IW  
Beverly, Frederick C., MATES  
Cates, Ashley R., 2 HQ STARC  
Corkran, Daniel E., AASF  
Cunningham, Donald H., Star Med Det  
Ferrer, Michelle M., JFHQ/JOC  
Fulton, Benjamin D., 190 ARW  
Galloway, Lewis C., Det 2 HQ STARC  
Grabast, Brandon L., MATES  
Green, Lexi R., 190 ARW  
Hausler, Kenrick L., CMD Admin OFC  
Hernandez, Robert P., 287th Sust BDE  
James, Jeremy L., 184 IW  
Jones, Edwin C. T., MATES  
Kanagy, Glenn L., 190 ARW  
Keodouangkham, Souraphon, 184 IW  
Kneisel, Harlan P., FMS 5  
Kordish, Michael A. Jr., 184 IW

### **SEPARATIONS CONTINUED...**

Koss, Adam D., 190 ARW  
Large, Maggie L., 190 ARW  
Love, Darrell E., 235th Reg  
McBryde, Steven R., 1-161 FA BN  
Meyers, James K., 891 ENGR BN  
Morgan, Daniel R., 2-137 IN BN  
Quimby, Michael L., 184 IW  
Salazaraguirre, Edgar, 184 IW  
Schrack, Justin M., FMS 11  
Smith, Jedediah R., JFHQ  
Strong, Jonathan D., 190 ARW  
Vancleave, Paul L., CSMS



## TECHNICIAN RETIREMENTS

Submitted by MSgt Robin Lewis  
HRO Specialist

### ARMY

Best wishes to Kenneth Hampton who retired on 2 April 2010, as a Supply Systems Analyst at the Central Property Book Office in Topeka, KS. Kenneth had over 39 years of service as a Technician. Congratulations to Kenneth and his wife Gretta.

Congratulations to David J. Wheeler who will retire on 1 June 2010, as Chief of the Joint Staff at Joint Forces Headquarters in Topeka, KS. COL Wheeler has 28 years of Technician service. Best wishes to him and his wife, Candace.

### AIR

Best wishes to Gerard Ast who retired on 22 March 2010, with over 28 years of service. Gerard was an Ordinance Equipment Mechanic at the 184 IW at McConnell AFB, Wichita, KS. We wish him and his wife Faye many happy years of retirement.

Congratulations to Maggie Large. Maggie retired on 31 March 2010, with over 25 years service as a Supply Technician at Forbes Field, Topeka, KS. Best wishes to her and her husband Curtis.

Congratulations to Gary McBee who retired on 9 April 2010, with over 25 years of service. Gary worked as a Supervisor IT Specialist at the 184 IW at McConnell AFB, Wichita, KS. Best of luck to Gary and his wife Margaret.

## FERS REDEPOSIT

Submitted by Bobbi Harvey  
HRO Specialist/ Employee Services

A provision in the National Defense Authorization Act (NDAA) effective October 28, 2009, allows FERS employees who received refunds of their FERS employee contributions and are subsequently reemployed under covered service to make a redeposit of the amount refunded, plus interest. The redeposit will allow credit for the service in the retirement computation. Survivors of death in service employees may also make this redeposit.

BAL 10-101 issued 12 January 2010, <http://www.opm.gov/retire/pubs/bals/2010/10-101.pdf> stated that OPM will issue new regulations and revised forms prior to accepting FERS redeposit applications. However, we are amending this guidance. Effective immediately, we are accepting the current FERS Application to Make a Deposit, SF 3108, from employees wanting to make a FERS redeposit. The individual must indicate on the application that the period of service was refunded. Please do not submit a payment with the application. If a payment is sent to OPM before the deposit is calculated and the account established, we will have no way of identifying the payment and applying it correctly.





DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-J1-TNH (690-200)

27 April 2010

MEMORANDUM FOR THE HUMAN RESOURCES OFFICER OF ALL STATES,  
PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Bi-weekly MyBiz/MyWorkplace Periodic Notification (TNH 10-035)

1. In our continuing effort to successfully market the Defense Civilian Personnel Data System Self Service Application, and to ensure that all employees are aware of the many advantages of using MyBiz/MyWorkplace, it was determined that it would be of great benefit for employees to receive a "friendly" reminder concerning access of their Self Service Account.
2. Created by the Information Systems Advisory Council (ISAC), and approved by the Human Resources Advisory Council (HRAC), the attached text will be displayed in an email that will be sent bi-weekly (the first Monday or Tuesday of each Pay Period), to all Self Service Accounts, via the mass email process. This mass email will be sent by NGB-J1-TNH. Beginning with the first Pay Period in May 2010, any Self Service user, to include MyBiz and MyWorkplace, with a valid email address in their account will receive the email.
3. In keeping in line with marketing Self Service to your employees, Human Resources Offices (HROs) should notify all employees that this new initiative will be the means for notifying employees of new Notification of Personnel Actions (SFs-50), and that the SFs-50 will no longer be distributed from the HRO to the employee.
4. If you have additional questions, please contact the HR Systems Branch (NGB-J1-TNH).

Encl

A handwritten signature in cursive script that reads "Debra B. Ambrose".

DEBRA B. AMBROSE  
Chief, HR Systems Branch  
Technician Personnel Management Division  
National Guard Bureau

## **MyBiz/My Workplace Periodic Notification**

Submitted by CMSgt Lynn McConnell  
PSM Manager

MyBiz/My Workplace is a web-based Self Service HR module that provides technicians and supervisors of technicians the ability to access personnel-related information residing in the Defense Civilian Personnel Data System (DCPDS).

You should periodically access your MyBiz/MyWorkplace account to check for current personnel data or current Notification of Personnel Actions (SFs-50).

To access your MyBiz/MyWorkplace account, go to <https://compo.dcpds.cpms.osd.mil>  
If you need any assistance please contact your local Human Resources Office.

### **Disclaimer:**

MyBiz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo.

## **MYMONEY.GOV**

Submitted by Bobbi Harvey  
HRO Specialist/Employee Services

MyMoney.gov is the U.S. government's newly updated website dedicated to teaching all Americans the basics about financial education. Whether you are buying a home, balancing your checkbook, or investing in your 401(k), the resources on MyMoney.gov can help you maximize your financial decisions. This site organizes financial education help from over 20 different Federal web sites in one place. Throughout the site, you will find important information to help you make smart financial choices.

Content is organized by where you are in life ("Life Events"), who you are ("My Resources"), and by specific hands-on tools ("Tools"). Popular Topics are also highlighted. This site provides summaries of resources available at other official government sites and allows you to open those pages in a new window.

[www.MyMoney.gov](http://www.MyMoney.gov)

## **MANAGING MY OWN HEALTH (NEW OPM WEBSITE)**

Submitted by Bobbi Harvey  
HRO Specialist/Employee Services

Managing My Own Health is a new OPM website that provides you with healthcare information and tools you can use to keep track of your own health needs. For instance, you can look up recommendations for the healthcare screenings you should have if you are a woman or man under the age of 50 years. You can keep track of you own screenings by completing one of the fillible and downloadable forms available on this website to create your own personal health record (PHR). The PHR is for your use only. You may print it on your personal computer. Your personal data will not be saved on the OPM website.

Web address: <http://www.opm.gov/insure/phr/index.asp>  
(you will probably be blocked from your work computer, so try this on your personal computer).

## **UPDATE ON HEALTH CARE REFORM**

Submitted by Bobbi Harvey  
HRO Specialist/Employee Benefits

Under the Affordable Care Act, adult children up to age 26 will be eligible for health insurance coverage. The effective date of this provision is the first day of the plan year that is six months following enactment of the law. For the Federal Employees Health Benefits (FEHB) Program, that means January 1, 2011.

Though we are eager to provide coverage to young adults prior to January 1, the current law governing the FEHB Program specifically prohibits us from doing so. Specifically, sections 8903(1) and 8901(5) of the US Code, dictate to whom plans can provide coverage. The first section allows OPM to contract with plans to provide health services to employees and members of their families. The second defines family members to include “an unmarried dependant child under age 22.” Unfortunately, this does not allow flexibility for FEHB plans to provide coverage to other adult children until the provision in the Affordable Care Act becomes effective.

We are working diligently with the Congress to address this matter. In the meantime, children turning 22 are automatically covered for a 31 day temporary extension of coverage. During this time, families can decide to continue FEHB coverage on their adult child for up to 36 months through the Temporary Continuation of Coverage (TCC) program. Under TCC, adult children can continue their coverage by enrolling as an individual in any FEHB plan. Though there is no Federal contribution toward the premium, the coverage policy is not subject to underwriting or pre-existing condition exclusions. Information about TCC is available at <http://opm.gov/insure/health/faq/tcc.asp>



# **TSP RATES OF RETURN**

Submitted by Bobbi Harvey  
HRO Specialist/Employee Benefits

<b>TSP Rates of Return</b>										
	L	L	L	L	L	G	F	C	S	I
	2040	2030	2020	2010	INCOME	FUND	FUND	FUND	FUND	FUND
<b>Monthly 2010</b>										
JAN	-2.88%	-2.49%	-2.03%	-0.58%	-0.45%	0.29%	1.54%	3.60%	2.43%	5.17%
FEB	2.18	1.94	1.61	0.81	0.74	0.24	0.38	3.11	4.89	0.06
MARCH	5.15	4.52	3.75	1.61	1.43	0.27	0.11	6.04	7.39	6.28
<b>Annual 2000-2009</b>										
2000	-	-	-	-	-	6.42%	11.67%	9.14%	-	-
2001	-	-	-	-	-	5.39	8.61	-11.97	-	-
2002	-	-	-	-	-	5.00	10.27	-22.05	-18.14	-15.98
2003	-	-	-	-	-	4.11	4.11	28.54	42.92	37.94
2004	-	-	-	-	-	4.30	4.30	10.82	18.03	20.00
2005	-	-	-	-	-	4.49	2.40	4.96	10.45	13.63
2006	16.53	15.00	13.72	11.09	7.59	4.93	4.40	15.79	15.30	26.32
2007	7.36	7.14	6.87	6.40	5.56	4.87	7.09	5.54	5.49	11.43
2008	-31.53	-27.50	-22.77	-10.53	-5.09	3.75	5.45	-36.99	-38.32	-42.43
2009	25.19	22.48	19.14	10.03	8.57	2.97	5.99	26.68	34.85	30.04
<p>The returns for the TSP funds represent net earnings after deduction of accrued administrative expenses and, in the cases of the F, C, I, and L Funds, after deduction of trading costs and accrued investment management fees. Additional information about the TSP funds, the related indexes, and their respective 1-, 3-, 5-, and 10-year returns can be found in the TSP Fund Information sheets on the TSP website.</p> <p>The L Funds, which are invested in the individual TSP funds (G, F, C, S, and I), were implemented on August 1, 2005; therefore, the first annual returns are for 2006. The S and I Funds were implemented in May 2001; therefore, there are no annual returns for years before 2002.</p>										

**Inside This Issue:**

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2. [Better Sleep: Drowsy Drivers Causing Major Public Safety Problem](#)
3. [What Are The Signs of an Addictive Disorder?](#)
4. [For Your Information](#)

**EAP Services:**

1. [How to Use Your EAP](#)



**Working Through Relationship Problems:  
The Benefits of Marriage Counseling**

**Less than 5% of divorcing couples seek marital counseling**

According to renowned marriage and relationship expert Dr. John Gottman, less than 5% of divorcing couples seek marriage counseling. Why do most couples in trouble fail to get professional help? What are the benefits of couples' counseling? If you're experiencing marital difficulties, the information below is intended to encourage you and your partner to consider marriage counseling as a way to gain the perspective and skills needed to improve the quality of your marriage, overcome a relationship crisis and/or save your marriage.

**Relationship skills must be learned**

Listed below are some of the benefits and other important information about marriage/relationship counseling and how it can help:

### 1. You need to “earn” your way out of a marriage.

Perhaps you’ve heard the preceding phrase, made popular by television psychologist and author Dr. Phil McGraw. “Don’t consider divorce,” says Dr. Phil, “Until you’ve investigated every potential avenue of rehabilitation. Unless you can look yourself in the mirror and know that you’ve tried everything there is, then you’re not ready to be discussing divorce.” Divorcing couples, who never attempt to solve their problems by seeking the help of counseling, are throwing their marriages away without even trying.

### 2. Seek help early.

According to Dr. Gottman, the average couple waits six years before seeking help for marital problems. Keeping in mind the fact that half of all marriages fail in the first seven years, the average couple lives for far too long with unhappiness. Marriage therapists agree that more couples can be helped if they seek help earlier, and if you wait too long to seek marriage counseling, the odds are against you.

### 3. Why couples don’t go to counseling.

The following are some of the top reasons why couples say they do not go to marriage counseling, with some counter arguments that offer a more positive and healthy perspective:

- They feel they should be able to “fix” the situation themselves. It’s a fallacy to believe that you should be able to fix everything. Most of us are not naturally equipped with the relationship skills needed to maintain a marriage or solve problems within a marriage. Relationship skills must be learned. The willingness to seek outside help for a problem is actually a sign of strength, your willingness to change and learn, and your commitment to your marriage.
- They feel it is their partner who has the problem, so why should they go to counseling. First off, rarely is anyone 100 percent of the blame. If your focus and energy is only on what your spouse has done wrong, then you’re not realistically addressing issues and solutions. Marriage is a team effort and if your partner has a problem, then you have a problem too. You need to be a part of the solution. Playing the blame game does not produce change or lead to solutions. At the very least, a skillful therapist can help you learn better ways to respond to your partner, to help yourself, and perhaps your partner as well.
- They feel embarrassed to discuss their personal issues with a “stranger.” This may be true at the very beginning of counseling, but a skillful therapist can usually encourage a feeling of warmth, trust and security fairly quickly.

- They feel that marriage counseling is expensive. Yes, there is no question that taking positive and determined action to address relationship problems requires families to spend money, but failing to take action often costs significantly more later when you consider the cost of divorce, maintaining two households, the emotional costs for any children involved and other ways divorce affects everyone's lives.

#### **4. How can marriage counseling help?**

Marriage counseling is generally provided by licensed therapists known as marriage and family therapists. These therapists provide the same mental health services as other therapists, but with a specific focus – a couple's relationship.

Marriage counseling affords you and your spouse numerous ways to bring about change that you would not normally know how to accomplish on your own. It provides a safe and supportive environment for you to identify and communicate the issues, feelings and behaviors that are bothering you, to facilitate understanding and positive change. A qualified marriage and family therapist can provide instruction, coaching and feedback to help you develop new skills to improve your marriage, including: Learning ways to communicate better.

- Learning how to argue in a healthier way
- Learning how to resolve conflict and problem solve in a productive manner
- Learning appropriate expression, disclosure and resolution of painful emotions
- Learning how to state your needs clearly and openly within your relationship
- Learning how to work through unresolved issues
- Learning how to negotiate for change within your relationship

#### **5. Marriage counseling is hard work.**

For marriage counseling to be effective, you must approach counseling with a realistic attitude. Don't expect a quick fix, or that the counselor will be doing all of the work. Marriage counseling is hard work for the participants. The process of unlearning bad habits and learning new, more effective habits is often intense, frustrating and exhausting. Expect the process to be difficult and take time, but that it can be worth the effort.

#### **6. How did I contribute to this problem?**

The reason to participate in counseling is to learn how to change. You must be willing to change to make counseling work. A sure sign of your willingness is asking yourself, "How did I contribute to this problem?" Simply put, you got yourself into this mess and now it's up to you to change it. Taking responsibility for your share of your marital problems is the first step toward finding effective solutions. Don't expect to change your partner.

No one has the power to change another person. Instead, focus on learning what you contribute to your marital problems and changing your own attitude, behavior and skills.

### **7. What if your partner refuses to go to counseling?**

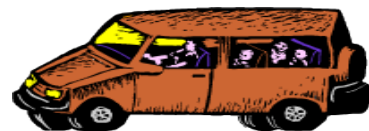
If your partner is reluctant to go to couples' counseling, share this article with them. Emphasize that the purpose of counseling is not to “rake them through the coals” in a blame session, but to utilize the help of a trained professional counselor to help you as a couple find solutions to your marital difficulties. If your partner still refuses to go to marriage counseling, go alone. While not ideal, you can still learn tools and new approaches to improve your marriage. Even better, when you begin to approach your partner differently and handle relationship problems differently, your partner may begin to see the benefit of relationship counseling and agree to participate with you. Whether or not your partner agrees to participate, by choosing marriage counseling, you are saying that your marriage is important and worth fighting for.

NOTE: Only you know what you can tolerate in a difficult and stressful relationship and still remain emotionally healthy. Additionally, some problems within a relationship may reach beyond the scope of therapy. Relationships, in which physical or sexual abuse is an issue, may require other forms of intervention. Do not endanger yourself or your children by remaining in an abusive relationship. Seek professional help immediately.

### **Your EAP is here to help**

Sometimes our marital, relationship or family problems are too hard to solve on our own. If you are troubled by a particularly difficult relationship issue, or if physical abuse, substance abuse or depression is involved, it is strongly urged that you seek professional help for facing these issues. Your Employee Assistance Program (EAP) can be a great place to start. We provide confidential counseling, referrals or information to help you or your dependents deal with personal, family or work-related concerns. If you need help, why not call a professional EAP counselor today? We're here to help you.

### **Better Sleep: Drowsy Drivers Causing Major Public Safety Problem**



According to the National Sleep Foundation (NSF), lack of sleep is creating a major public safety problem in the U.S. – drowsy driving. The NSF's 2009 Sleep in America poll found that more than one-half of adults (54%) – potentially 110 million licensed drivers – have driven when drowsy at least once in the past year. Nearly one-third of drivers polled (28%) say they have nodded off or fallen asleep while driving a vehicle. The result: The National Highway Traffic Safety Administration (NHTSA) conservatively estimates that there are 100,000 car accidents each year caused by driver drowsiness, and these crashes result in 71,000 injuries and 1,500 deaths.

## **"Researchers at Stanford University recently concluded that sleep-deprived drivers are just as dangerous as drunk drivers."**

A study of drivers in North Carolina found that among those who got into auto accidents, half had slept less than six hours before the crash. Researchers at Stanford University recently concluded that sleep-deprived drivers are just as dangerous as drunk drivers. When sleep deprived, the brain is essentially too tired to process the information it is receiving effectively, resulting in slower information processing and reaction time at the wheel. A 2008 German study found that sleep-deprived subjects had reaction times and general performance abilities comparable to subjects with blood alcohol levels equivalent of 0.05.

### **Make adequate sleep a priority**

The most up-to-date research reveals that most adults require between 7-9 hours of sleep per night to function at their best. Yet, according to the 2009 Sleep in America poll, one in five Americans gets less than six hours of sleep per night. To avoid dangerous drowsy driving and to function at your best, the NSF recommends the following tips to get a better night's sleep:

1. Make regular, adequate sleep a priority.
2. Try to have a standard relaxing bedtime routine and keep regular sleep times.
3. Exercise regularly, but finish your workout at least three hours before bedtime.
4. Avoid foods and drinks high in caffeine (coffee, colas and tea) for at least eight hours prior to bedtime and avoid alcohol for a few hours before bedtime. Caffeine and alcohol disturb sleep.
5. Use your bedroom only for sleep and sex; if you do this, you will strengthen the association between bed and sleep. It is best to remove work materials, computers and television sets from the sleep environment.

NOTE: If you suffer from chronic or severe insomnia, visit your doctor or a sleep disorders clinic to see if there is an underlying medical condition.

### **What Are The Signs Of An Addictive Disorder?**

Addictions are most often associated with alcohol, drugs or smoking, but millions of individuals suffer from numerous other types of addictions. Known collectively as addictive disorders, in addition to abuse of substances such as alcohol, drugs and smoking, individuals can also become addicted to compulsive types of behavior such as: gambling, shopping, eating, sexual activity, pornography or use of the internet.

## How do you know if you have a problem?

Whether the abuse is to a substance or a behavior/activity, an addictive disorder exists when you cannot control your habit or behavior despite the fact that it is undermining your health, your relationships, your work, your finances, or your self-respect. If one of these behaviors has gotten out of control for you (or a family member), review the symptom checklist below to recognize if your behavior has become an addictive disorder. A “yes” answer to one or more statements below may indicate a problem:

- The person thinks about the activity a lot when they’re not doing it.
- The person seems unable to control the amount of time spent doing the activity.
- The person denies having a problem, when many things are obviously going wrong.
- The person hides the activity from family and friends.
- When unable to do the activity, the person becomes irritable, moody, tearful, angry, or hostile.
- The person would rather do the activity than spend time with family or friends.
- The person has extreme mood swings that are completely unpredictable.
- The person blames other people for his/her troubles and does not take responsibility for his/her own actions.
- The person has headaches, stomach disorders, and other unexplained and ongoing physical symptoms.
- The person begins to neglect his/her appearance and to do hurtful or illegal things.



## Getting help

Whether you have reached the “addiction” stage or not, recognizing and admitting that your habit is negatively impacting your life is the first step toward overcoming it. You can build the strength to overcome your addiction, develop alternatives to it, and learn to live a healthy and full life. Your Employee Assistance Program (EAP) can help you get started by providing you with CONFIDENTIAL counseling, referrals and/or information. Remember, your EAP is available to help you or your dependents with most-any type of personal, family or work-related concern. Why not call an EAP counselor today? We’re here to help you.



## For Your Information

### Decrease Emotional Eating

To decrease emotional eating, use a food diary to identify when and why you eat for emotional reasons. Keep an accurate record for at least one week of what you eat, when, and where. Include how you feel when you are eating. You may discover patterns that reveal the emotional cues that cause you to turn to food. Next, find healthier ways to deal with your emotions and find alternative behaviors to eating.

### Ending Procrastination

If you frequently procrastinate, try the following tips to end this bad habit:

- Put yourself on a schedule.
- Break big tasks into smaller ones.
- Write your tasks down and prioritize them.
- Do tasks before you can put them off.



### Anger Management

Make regular exercise a part of your long-term solution for stress and mood management. People who are stressed are more likely to experience anger and numerous studies have documented that regular exercise can improve your mood and reduce stress levels.

## Employee Assistance Program Services for Technicians and their Dependents

Your Employee Assistance Program is prepaid and confidential program designed to help employees and their dependants resolve problems which may be interfering with their personal, work or home life. EAP Consultants offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your EAP Counselor can work as a team to find solutions.

For assistance, call EAP Consultants at: 800-869-0276 or request services by secure e-mail on the Member Access page of our website at <http://www.eapconsultants.com/>.



**EO/EEO**  
**May is designated as "Asian/Pacific American Heritage Month".**

Story from the Smithsonian Asian Pacific American Program  
Submitted by SFC Francisca Jimenez  
EO/EEO Specialist

In 1906, the first significant numbers of Filipino immigrants arrived in Hawaii to work on the island's sugar plantations. Until 1935, many more came as migrant laborers to West Coast farms and Alaskan canneries. After World War II, approximately 7,000 Filipino soldiers received U.S. citizenship and, in 1945, the War Brides Act permitted Filipino wives of U.S. military to immigrate.

The 1965 Immigration Act paved the way for Filipino professionals to enter the United States, many of them in the medical field. This latest wave of immigration brought major changes in gender and class in the Filipino American community which now numbers 2.36 million. Filipino Americans constitute the second largest APA group overall, second to Chinese Americans, according to the 2000 Census.



Ricardo Alvarado, immigrant from the Philippines

Ricardo Alvarado immigrated to San Francisco in 1928 from the Philippines. He was part of the early 20<sup>th</sup>-century wave of Filipino immigrants known as the Manong generation. At first he made a living working as a janitor and houseboy. During World War II, he served his new country as a medical technician in the Army's highly decorated First Filipino Infantry Regiment. When he returned from the Pacific, he supported himself as a cook. In many ways, his biography reflects the conspicuously limited career opportunities so many immigrants encountered in the 1940's and 1950's.

For more information about Asian/Pacific Americans you can visit:  
<http://www.infoplease.com/spot/asianhistory1.html>.

# ENTRUST CERTIFICATE ERROR within DCPDS MYBIZ/MYWORKPLACE

Submitted by CMSgt Lynn McConnell  
PSM Manager

CAC Certification ERROR when logging into DCPDS:

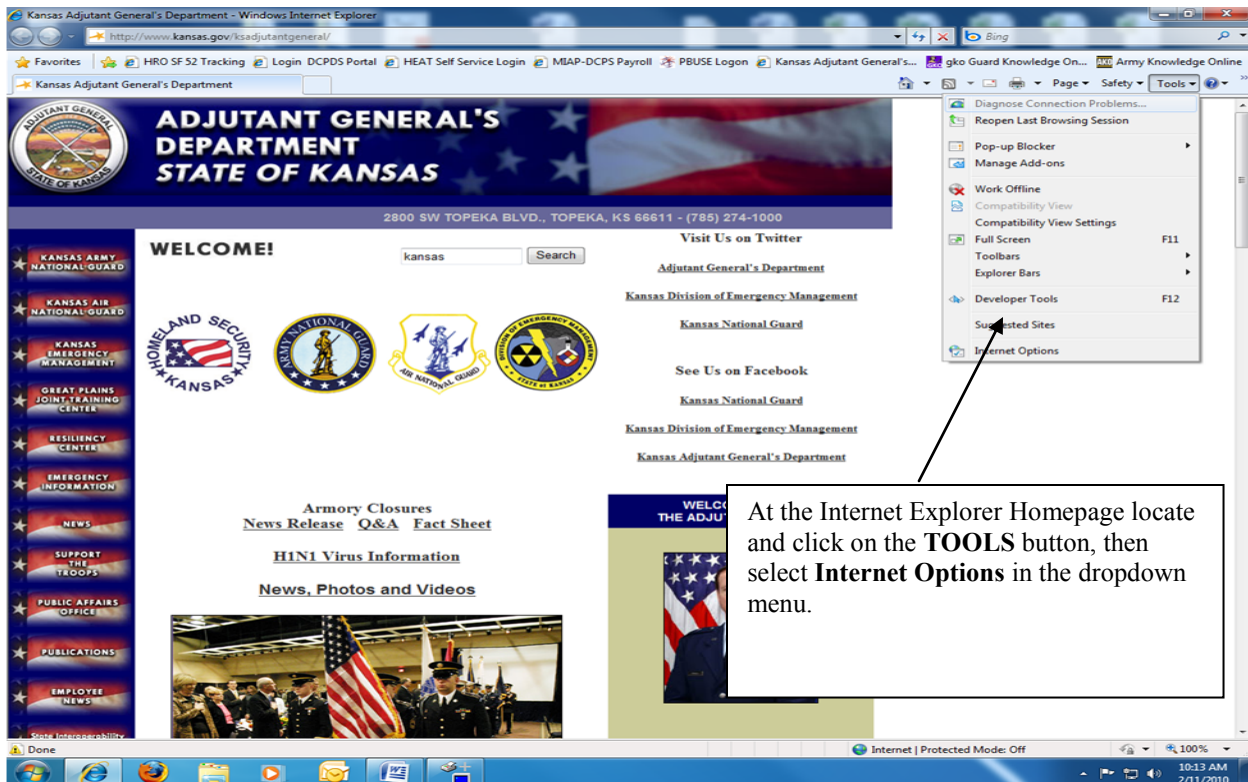
When you open Internet Explorer, if you get the following error on DCPDS please follow the instructions below to remove any/all Entrust certificates from your internet explorer browser internet options/content/certificates folder:

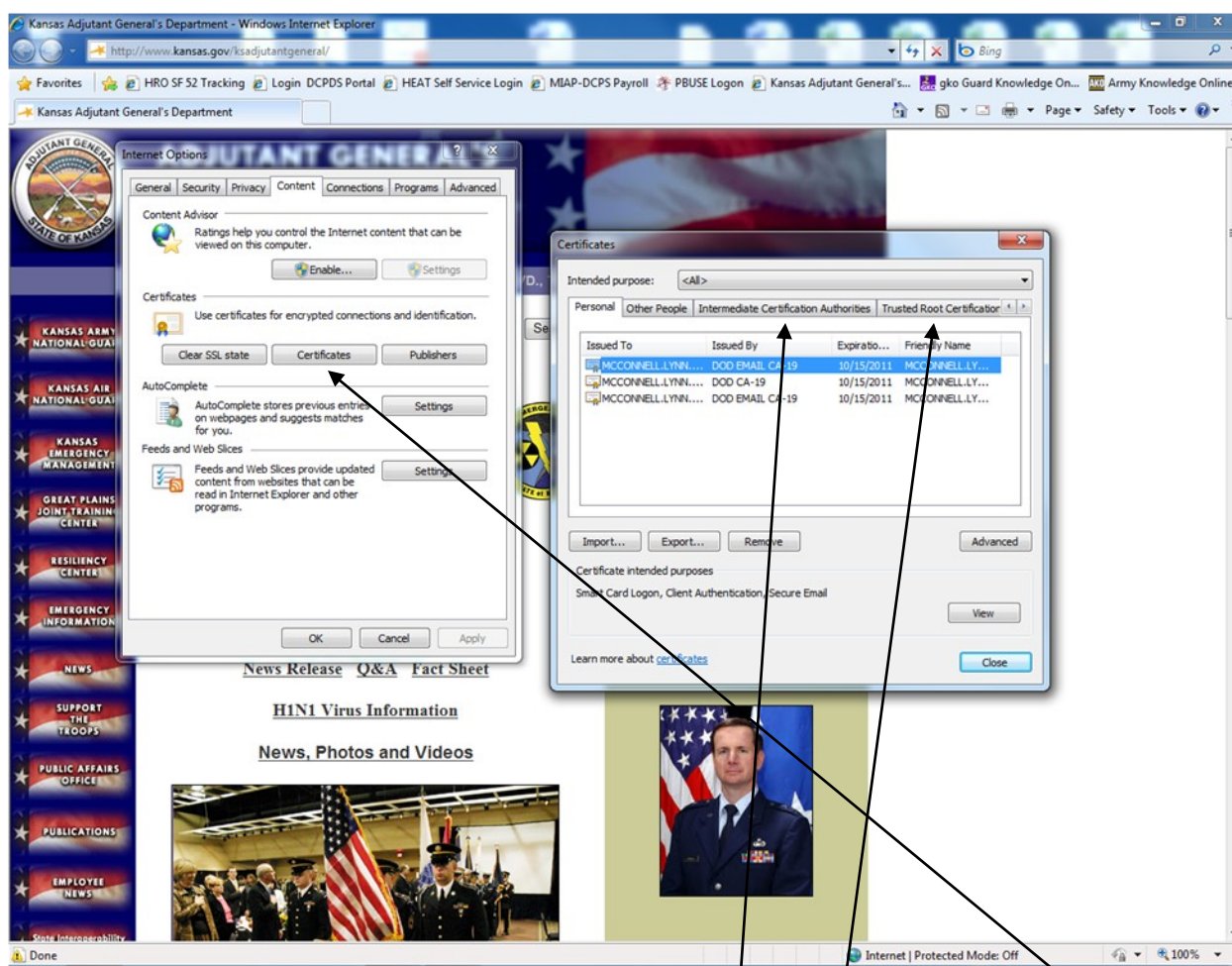
*An error occurred with CAC certificate during login. This error could have been caused by one of the following reasons:*

- *The E-mail certificate was used. Always use the ID certificate*
- *The certificate used to login is expired or has been revoked*
- *There was some other problem with the certificate*
- *The error message returned was: Bad cert:*

**UNABLE\_TO\_GET\_ISSUER\_CERT\_LOGON**

*If you continue to receive this error page, contact your helpdesk. Close this page to clear your browser state, then log in again.*





- In the Internet Options Window, select the **CONTENT** tab, click on the **'Certificates'** button to open the Certificates window.
- Within the Certificates window click on the **INTERMEDIATE CERTIFICATION AUTHORITIES** Tab, locate all/any certificates in BOTH the **Issued to** or **Issued by** columns that have the word **"ENTRUST"** in the name, highlight these certificates and delete using the REMOVE button.
- Then select the **TRUSTED ROOT CERTIFICATION AUTHORITIES** Tab and locate all/any certificates in BOTH the **Issued to** or **Issued by** columns that have the word **"ENTRUST"** in the name, highlight these certificates and delete using the REMOVE button.
- Once all **"ENTRUST"** certificates are removed click the OKAY button, close out all Internet Explorer windows and restart the application.

**NOTE:** To remove the **"ENTRUST"** certificates from the **TRUSTED ROOT CERTIFICATION AUTHORITIES** Tab, you need administrative rights to the computer. If you don't have these rights, you will need to contact the DOIM helpdesk or your local IASO administrative officer.

## HRO Directory

Human Resource Office 2722 SW Topeka Blvd. Rm 136 Topeka, KS 66611

HRO Secretary: (785) 274-1180 HRO Fax: (785) 274-1604

Topic	Technician (785) 274-xxxx	AGR (785) 274-xxxx
Absence and Leave/Advance Technician Leave	x1172	x1838
Administrative Actions	x1172	x1182
Adverse Actions/Discipline	x1162	x1182
Awards	x1172	
Classification/Desk Audits	x1161	
Compatibility	x1160	x1186
Contract Negotiations	x1162	
Defense Personnel Data System	x1165	x1165
Death	x1172	x1838
Disability	x1172	x1164
Discipline	x1162	x1182
Employment Authorizations	x1172	x1838
Environmental Differential/Hazardous Duty Pay	x1172	
Equal Employment Opportunity	x1166	x1168
Family Programs	x1171	x1171
Employee Support of the Guard & Reserve	x1559	x1559
Employment Verifications	x1208	x1838
Flexible Spending Accounts	x1208	
Grievances	x1162	
Hatch Act	x1170	
Health Benefits	x1208	x1164
Hours of Duty	x1162	x1162
In-Processing	x1187	x1164
Injury Compensation	x1208	
Job Vacancy Announcements	x1160	x1186
Jury Duty	x1172	
Labor-Management Relations	x1162	
Life Insurance	x1208	x1838
Manning Document/Maintenance	x1163	x1186
Merit Promotion/Staffing	x1160	x1186
Military Deposits	x1208	
Pay Administration	x1160	x1838
Performance Management	x1172	x1182
Performance Plans/Appraisals OER's/NGOER's	x1172	x1182
Permanent Change of Station (PCS)	x1510	x1838
Personnel Records	x1160	x1838
Personnel Actions/Appointments/Conversions/Promotions/Reassignments/Separations/Pay	x1187	x1838
Physical Fitness Program	x1162	x1162
Positions Descriptions	x1161	
Position Management	x1161	x1186
Reduction-in-Force	x1160	